



DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF EDUCATION	RELEASE DATE:	Monday, October 11, 2010
POSITION TITLE:	General Counsel	FINAL FILING DATE:	Friday, October 22, 2010
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$13,391.00 / Month	BULLETIN ID:	10112010_2

POSITION DESCRIPTION

In the California Department of Education (CDE), under the administrative direction of the State Superintendent of Public Instruction (SSPI) and the Chief Deputy Superintendent, the General Counsel is the Deputy Superintendent of the Legal, Audits, and Compliance Branch and is responsible for management of the Legal Division, Audits and Investigations Division, Categorical Compliance Division, Categorical Programs Complaints Management, and the Administrative Support and Regulations Adoption. The General Counsel is a member of the SSPI's Executive Committee and the department's executive management team and, as such, participates in the development of statewide education policy and establishing the Department's mission, goals, and objectives and in setting overall Department-wide planning and operational policy.

The General Counsel is the Chief Legal Officer of the CDE, providing leadership, management oversight and guidance to the Legal Division. Manages the defense of litigation against and initiated by the SSPI, the CDE, and the State Board of Education (SBE); acts as Chief Legal representative for the SSPI and the CDE on legal issues having national or statewide impact; provides legal policy direction for all written legal advice and draft legislation; provides legal advice to the SBE in consultation with the SBE's attorneys; and provides guidance to district and county superintendents of schools on legal matters having statewide educational impact.

The General Counsel is responsible for providing leadership, management oversight, and guidance to the Department's internal and external audit programs, the management review programs, the development and implementation of monitoring systems for the state and federal categorical programs carried out by Local Education Agencies, and the internal and external investigation programs.

The General Counsel provides oversight and counsel to staff regarding compliance with statutory requirements for the adoption of regulations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience

with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Experience in the management of a comprehensive legal program including the application of such legal principles as legal research methods, court procedures, rules of evidence and procedures, administrative law and the conduct of proceedings before administrative bodies.
2. Experience in public administration, personnel management, leadership and supervision which demonstrates the ability to motivate and manage staff.
3. Experience in the formulation and implementation of legal strategies and policies for an educational organization.
4. Experience in analyzing legal principles and precedents and applying them to complex legal and administrative problems and recommend and/or implement an effective course of action.
5. Experience in developing and interpreting statutes and regulations.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **General Counsel**, with the **DEPARTMENT OF EDUCATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications", and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical

factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

Interested applicants must submit:

- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor.
- A standard State Application (STD. 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications.
- The Desirable Qualification factors must be addressed and numbered in the same order as listed. The Statement of Qualifications should not exceed three pages in length with a minimum font size of 12 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office
1430 N Street, Suite 1802, Sacramento, CA 95814
Susan Bulmer | (916) 319-0857 | sbulmer@cde.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>